Out-of-State Institutions and
In-State Proprietary Institutions Offering Instruction in Indiana
with a Physical Presence in the State

DEGREE APPLICATION
(*New or Renewal program*)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution   **Harrison College—Indianapolis Northwest**

Name of Program   **Health Care Management**

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.)   **BS**

Name of Person Preparing this Form   **Jeffrey Biltz**

Telephone Number   **317-447-6063**   **Application Type**

Date the Form was Prepared   **7/6/2015**   **Initial** or Renewal
(Revise date after any revision)   Revised: 7/10/2015

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

The Health Care Management program seeks to provide students with an overview of accounting, marketing, finance, law and management to help prepare them for managerial positions within the health care industry. Students will develop knowledge and skills in research, critical thinking, problem solving and current technology for application and use in a health care setting. Students will foster teamwork through classroom activities and develop leadership skills through involvement with health services institutions and professional organizations. Professional ethics and its application with the health care business environment, is also targeted.

PROGRAM OBJECTIVES
Upon graduation, students will be able to:
1. Acquire a foundation in health services organization from the perspective of management, including design and implementation, quality and assessment.
2. Be able to manage the financial aspects and administrative duties of a health services facility or related business.
3. Integrate communication techniques–verbal, non-verbal, written and electronic – to effectively collaborate with diverse employees, team members and the community in compliance with regulatory standards and guidelines for the health care environment.
4. Be able to research, organize, design and implement health services initiatives and critically assess outcomes.
5. Demonstrate the behaviors consistent with the moral, ethical and legal requirements for the health care environment.
6. Conduct oneself in a manner that reflects a pattern of professional and personal accountability, self-development and lifelong learning..

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, course number, and number of credit hours or clock hours for each course.

Name of Program: ____	**Health Care Management**		
Total Course Hours:	**180**	Check one: Quarter Hours	**X**
		Semester Hours	
		Clock Hours	
Tuition :	**$72,000**	Length of Program:	**44 Months**

SPECIALTY COURSES:

Course Number	Course Title	Course Hours
ACC1010	Accounting I	4
ACC1020	Accounting II	4
BUS1050 or PHM1100	Business Math or Medical Calculations	4
BUS3650	Business Statistics	4
FIN3500	Finance for Managers	4
HCM2010	Organization of Health Services in the United States	4
HCM3300	Managerial Applications of Health Services Law	4
HCM4050	Design and Implementation of Health Care Initiatives	4
HCM4250	Health Services in Society	4
HCM4400	Quality and Assessment in Health Care	4
HCM4650	Applying Theory to Practice - Capstone	4
HIM1220	Introduction to Health Information Management	4
HR2100	Human Resource Law	4
INS1220	Basic Insurance	4
MED1010 or NUR1015	Medical Terminology or Nursing Fundamentals	4
MED1020 or NUR2105	Medical Law and Ethics or Health Promotion and Management of Care	4
MED2200	Medical Office Administration	4
MED2210	Medical Office Software	4
MGT2000	Management	4
MGT2200	Leadership	4
MGT3000	Business Ethics	4
MGT3100	Technology for Managers	4
MGT4650	Strategic Management	4
MKG1200	Marketing	4
PHY1020	Anatomy and Physiology I	4

Course Number	Course Title	Course Hours
PHY1030	Anatomy and Physiology II	4
PHY1260 or NUR1055	Pathophysiology or Adult Health and Illness I	4

GENERAL EDUCATION / LIBERAL ARTS COURSES:

Course Number	Course Title	Course Hours
COM1050	Composition I	4
COM2060	Composition II	4
HUM1500	Introduction to Humanities	4
MAT1500	Introductory Algebra	4
MAT2000	College Algebra	4
PSY1060	Psychology	4
POL2000	American Government	4
PSY2000	Critical Thinking and Problem Solving	4
SOC2050	Societal Problems	4
SPC1010	Presentation Skills	4
Elective	Behavioral and Social Science Electives	8
Elective	Science Electives	8
CPU1000	Computers and Office Automation	4
CPU2200	Spreadsheets	4
INF1100	Information Literacy	2
CD1000	Career Development	0
GS1000	Success Strategies	6

Number of Credit/Clock Hrs. in Specialty Courses: 108   /   180   Percentage: 60%

Number of Credit/Clock Hrs. in General Courses: 72   /   180   Percentage: 40%

If applicable:
Number of Credit/Clock Hrs. in Liberal Arts: _____   /   _____   Percentage: _____

III. **LIBRARY: Please provide information pertaining to the library located in your institution.**

1. **Location of library; Hours of student access; Part-time, full-time librarian/staff:**
   Indianapolis Northwest

   Location: Ground floor of the Indianapolis Northwest campus facing the main front desk. All Harrison College students can also retrieve library resources and services from the Harrison website from any Internet-connected device. The Harrison Library website is: www.harrison.edu/library. This site includes links to a catalog that contains over 20,000 full-text eBooks, as well as citations for traditional print materials located at any of Harrison's campuses and institutions world-wide.

   Hours: Monday through Thursday 7AM-9PM, Friday 8AM-4PM
   In addition, a LIVE online chat reference service is available during normal hours as well as Saturday 9AM-1PM and Sunday 5PM-9PM.

   Staff: One professional full-time librarian as well as access to over fifteen full time professional librarians around the state of Indiana and the region who participate in the aforementioned live chat reference.

2. **Number of volumes of professional material:**
   There are currently over 500 print volumes in the NW Campus location. Students also have access to items collected at 13 other Harrison College campus libraries, as well as over 47,000 full-text eBook titles, and additional resources though our Interlibrary Loan service from other institutions.

3. **Number of professional periodicals subscribed to:**
   Currently, there are 15 professional subscriptions available in the library along with thousands of full-text periodicals available electronically through various database subscriptions, including: EBSCO, ProQuest, LexisNexis, and Gale.

4. **Other library facilities in close geographical proximity for student access:**

The Pike Branch of the Indianapolis Marion County Public Library is located 3.9 miles from the NW Campus. There are 20 other branches of IMCPL as well as the Main Branch located downtown Indianapolis. This system also has an online catalog and databases available to cardholders.

The Hussey-Mayfield Public Library in Zionsville is located 2.5 miles away, just north of the NW campus.

IV. FACULTY: Indianapolis Northwest
Attach completed Instructor's Qualification Record for each instructor.
** Include all required documentation **pertaining to the qualifications of each instructor.**

Total # of Faculty in the Program:	**1**	**Full-time:**	1	**Part-time:**	0

Fill out form below: (PLEASE LIST NAMES IN __ALPHABETICAL__ ORDER.)

List Faculty Names (Alphabetical Order)	Degree or Diploma Earned	# Years of Working Experience in Specialty	# Years Teaching at Your School	# Years Teaching at Other	Check one: Full-time	Part-time
Cuautle, Keah	MBA	3	4	2	X	

Supplementary Information on
Licensure, Certification, and Accreditation

Institution: **Harrison College**
Degree Program: **Health Care Management, BS**
Locations: **Indianapolis Northwest**

State Licensure
Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure?

Graduates of this program do not need to be licensed by the State to practice their profession in Indiana.

If so, please identify
The specific license(s) needed:
The State agency issuing the license(s):

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Professional Certification
What are the professional certifications that exist for graduates of similar program(s)?

There are no professional certifications for graduates of similar Health Care Management programs.

Will a graduate of this program be prepared to obtain national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana?

Graduates of this program do not need national professional certification in order to obtain employment in the field.

If so, please identify
Each specific professional certification:
The national organization issuing each certification:

Please explain the rational for choosing each professional certification:

Please identify the single course or a sequence of courses that lead to each professional certification?

Even though professional certification is not required for employment in the field, there are nationally recognized professional certifications available.

Professional Industry Standards/Best Practices

Does the program curriculum incorporate professional industry standard(s) and/or best practice(s)?

The courses taught within the Health Care Management program incorporate the best practices from the business and the clinical health care programs.

If so, please identify
The specific professional industry standard(s) and/or best practice(s):

- **Human anatomy and medical terminology**
- **Medical practice management software**
- **Health care records**
- **Financial accounting and reporting**
- **Leadership**
- **Strategic Management**
- **Medical Law and Ethics**
- **Health care services**

The organization or agency, from which the professional industry standard(s) and/or best practice(s) emanate:

Best practice for medical field courses derive from the Commission on Accreditation of Allied Health Education Programs (CAAHEP) Standards and Guidelines. Best practices for the business field courses emanate from the Financial Accounting Standards Board (FASB), Generally Accepted Accounting Principles (GAAP), American Accounting Association, the Securities and Exchange Commission (SEC) and the Internal Revenue Service (IRS).

In addition, recommendations on best practices to meet industry expectations are obtained from Advisory Board members representing the community of interest.
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Program Accreditation
Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment?

The state of Indiana does not require specialized licensure or certification to work in the Information Technology field, therefore specialized accreditation for the Information Technology program is not required.

No, there is no specialized accreditation for this program.

The state of Indiana does not require specialized licensure or certification to work in the Health Care Management field, therefore specialized accreditation is not required.

If so, please identify the specialized accrediting agency:

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Transferability of Associate of Science Degrees
Since CHE/BPE policy reserves the Associate of Science designation for associate degrees whose credits apply toward meeting the requirements of a related baccalaureate degree, please answer the following questions:

Does a graduate of this A.S. degree program have the option to apply all or almost all of the credits to a related baccalaureate degree at your institution?

N/A

If so, please list the baccalaureate degree(s):

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Job Titles
List specific job titles and broad job categories that would be appropriate for a graduate of this program:

Graduates of the program can pursue business administrators or clinical facility administration careers. These might include physician's office or clinic manager, health care facility business manager, health care compliance or quality control director, and health care services administrator.